

## Job Description



**Job Title:** Events Fundraiser

**Department:** Events Fundraising

**Responsible to:** Events Manager

**Primary Work Base:** Warwick

*(NB as we are a multi- site organisation some flexibility relating to place of work will be required. We reserve the right to change the work base of our employees to meet our business needs.)*

### Role Purpose:

To research, develop and implement a programme of vibrant and commercially successful Challenge and mass participation events in support of The Myton Hospices that will enhance the current event portfolio and increase Event Income. This will include developing new concepts and growing the number of participants and the income from existing hospice events including Myton's Santa Dash, Walk for Myton, Cycle Challenge and Moonlight Walk. It will also include the provision of support and expertise to supporters undertaking external challenge events as well as supporting recruiting for events volunteers.

### Myton Core Values

Our Core Values underpin everything we do and all employees are expected to comply with our Values and reflect these in their day to day work.



### Main Duties & Responsibilities

1. To achieve targets and income and expenditure budgets as agreed by the Events Manager/Director of Income Generation

2. To produce fundraising ideas for supporters and helping them reach their targets.
3. To support event participants in their fundraising journey and ensure they feel valued.
4. To build relationships with event supporters and assist them throughout their journey.
5. To research, develop and maximise the potential of existing Myton Hospice and new events
6. To work alongside the Marketing Team and produce activity plans for events and campaigns
7. To lead on a number of challenge and hospice organised events (including various challenge events, Sky Dives, inflatable 5K, Santa Dash, Moonlight Walk, Cycle Challenge, Abseil and Walk for Myton)
8. To develop connections within the community to help strengthen events and cross working within teams.
9. To build and develop long-standing relationships with local suppliers/venues/sporting clubs & associations and high-profile contacts
10. To research, develop and create partnerships with external organisations; along with local authorities.
11. To source venues and demonstrate successful contract negotiation
12. To be the Myton representative with external stakeholders including local authorities and third-party challenge event organisers
13. To undertake detailed course/route planning
14. To prepare concise risk assessments in-line with company procedures
15. To prepare and deliver events communications and operational plans
16. To provide support, expertise and advice about events to the rest of the fundraising team
17. To ensure high quality in donor service – maximising Sponsorship and income potential
18. To support the development and implementation of a consistent supporter journey
19. To ensure supporter journeys are correct and uploaded to the system used.
20. To recruit event volunteers and ensure all events are fully 'staffed' with volunteers. Alongside ensure they have full information for the events.
21. To build and manage effective relationships with fundraising partners to ensure donor loyalty and commitment
22. To carry out fundraising checks and report them onto the CRM.
23. To ensure that all data relating to areas of work is accurate and up to date and compliant with GDPR
24. To provide the Events Fundraising Manager with regular updates and written monthly progress reports
25. To utilise social media to support all aspects of role
26. To build effective links with the following internal stakeholders
  - Members of the fundraising team
  - Clinical staff
  - Personnel
  - Volunteers
27. To attend/operationally manage fundraising events as and when required (to include weekends and some unsociable hours)
28. Any other duties commensurate with the post

## **GENERAL RESPONSIBILITIES & OBLIGATIONS OF ALL EMPLOYEES**

### **Policies and Procedures**

The post holder is required to have a good understanding of and to comply with all relevant Myton policies, procedures and guidelines. Any contravention of Myton policies or procedures may result in disciplinary action.

### **Volunteers**

Myton recognises the valuable contribution that volunteers make and we expect all employees to be able to support and work effectively with our volunteers.

### **Confidentiality and Data protection**

It is a requirement of employment with Myton that all staff must comply with the obligation of confidentiality relating to personal information that could identify individuals. The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by Myton to uphold the principles of the Act, adhere to Myton policies and to maintain strict confidentiality at all times.

### **Infection Control**

All employees of Myton must be aware of infection prevention and control policies and are expected to follow them at all times. Any breach of infection control policies which places patients, visitors or colleagues at risk may result in disciplinary action.

### **Equality & Diversity**

The post-holder must at all times carry out his/her responsibilities in line with Myton's Equality & Diversity Policy.

### **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors & colleagues. The post holder is required to conform with Myton's policies on Health & Safety and Fire Prevention, & to attend related training as required.

### **Safeguarding Vulnerable Adults and Children**

It's the duty of all staff working for Myton to safeguard children and vulnerable adults and undertake safeguarding training at an appropriate level.

### **Code of Conduct**

Employees are required to represent Myton in a positive light and embody the corporate identity in appearance, demeanour, values and ethics.

### **Review of Job Description**

*This job description is an outline of the key duties and responsibilities of the role and is not intended as an exhaustive list. The job description may change over time to reflect the changing needs of the service. The post holder may be required to undertake other duties that could reasonably be considered commensurate with the post. This job description is subject to periodic review and may be changed/updated following consultation with the postholder(s).*

**Employee/Managers Signature**

I agree that this Job Description is a true reflection of the main duties and responsibilities of my role:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Managers Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Last reviewed May 2025*